

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 75-03

Subject:

DATE: 05/14/81

Sunset Review:

ENERGY CONSERVATION PROGRAM

1. PURPOSE. This directive publishes requirements for economy in the use of Center utilities, particularly electricity and fuel, and requires the cooperation of all offices and support activities to ensure economical practices.

2. SCOPE. This directive applies to all Center employees, on-site Participating Organization Representatives and Contractor personnel on the Center.

3. CANCELLATION. FLETC Directive 75-03 dated February 15, 1980.

4. REFERENCE.

a. Treasury Bulletin 80-57 dated December 10, 1980, "Treasury Energy Conservation Program.

b. Federal Property Management Regulations 101.20.116.

5. BACKGROUND. Utility costs have been increasing at a rate in excess of the consumer price index. This is double the rate of increase being experienced in the cost of performing other day-to-day functions in support of the operation and maintenance of the Center. Utilities conservation and management programs have been in existence in the country for a number of years, resulting in yearly savings of many millions of dollars throughout the government. Now the U. S. has taken the lead to get the member nations of the International Energy Agency to reduce petroleum consumption. Our nations goal, as part of this commitment, is to reduce oil imports by a level equal and up to 5% of projected domestic consumption. This goal must be met to help reduce the upward pressure on world oil prices. Therefore, the President has directed that Federal agencies reduce their energy consumption by 5%.

6. DISCUSSION.

a. Rapidly escalating utility costs and tighter budget controls impose the need for effective conservation measures to reduce to an absolute minimum the costs of operating and maintaining the Center. Wastefulness is a careless habit which cannot

be tolerated and must be prevented by the cooperation of all personnel. It takes little time and effort to turn off a light switch in an unused space, reset a thermostat, depress the "off" switch on unused office equipment, and make many other small efforts which can add up to big savings.

b. Some examples where practices are contrary to general conservation are as follows:

- (1) Air conditioning/heating not secured in areas where outside ventilation is available and weather conditions do not warrant climate control.
- (2) Windows open when air conditioning/heating is in operation.
- (3) Unoccupied spaces, out of service buildings, and entire buildings; e.g., warehouses utilizing heat when only a small office space should be heated.
- (4) Large loading docks being opened unnecessarily or left open for excessive periods of time with climate control on in buildings.
- (5) Wasting and overheating hot water.
- (6) Grass and shrubs watered more frequently and more profusely than is required. One inch per week is considered sufficient.
- (7) Water being used in excess for washing private cars or government vehicles.
- (8) Lights on, day and night, in parking lots, recreation areas, and in unoccupied working spaces, classrooms and offices.
- (9) Operation of threshold heaters, portable space heaters, and portable fans in Government-owned or leased space is prohibited by Government regulations.

7. ACTION.

a. The Facility Engineering and Maintenance Division will ensure that the following economy measures are followed:

- (1) Secure air conditioning/heating in all areas where outside ventilation is available.

(2) Air conditioning/heating will not be turned on until necessitated by weather conditions. However, many areas require an annual switch-over from air conditioning to heating and conversion dates will be controlled by FEM.

(3) During working hours, overhead lighting shall be reduced to 50 foot candles at work stations, 30 foot candles in work areas, and not less than one foot candles in non-working areas.

(4) During the seasonably hot months, air cooling systems shall maintain space temperatures at no lower than 78 during working hours.

(5) During the seasonably cold months, heating temperature control devices shall be set as follows:

Machine shops	50-60F*
Woodworking shops	60-65F*
Garages	50-60F
Offices-Classrooms	65-68F*
Storehouses	40-50F
Health Room	68F (unless formally exempted)
Dormitories	68F

*During non-working hours, set no greater than 55 F.

(6) Reduce use of all automotive fuels by 10%.

b. All FEM personnel, building coordinators and supervisors as appropriate, will ensure that the following economy measures are followed:

(1) eliminate unnecessary daytime lighting in unoccupied conference rooms, classrooms, storage areas, stock rooms, lobbies, corridors, offices, porches, and any outside areas.

(2) Window draperies and blinds shall be used to cut down heat losses by setting them to the closed position during nighttime and on cold, cloudy days and setting them to the open position during periods of sunshine.

(3) Turn off motors, compressors, pumps, fans, machine tools and grinders when not in actual use.

(4) Practice economy in the use of electrical heating appliances, such as heaters, stoves, and industrial ovens.

(5) Use an automatic shut-off nozzle on hoses when washing vehicles and a small can as an indicator when sprinkling lawns.

(6) Do not operate any vehicle in excess of fifty-five (55) MPH except in Driver training Instruction and Emergency vehicles when absolutely necessary.

(7) Ensure that all preventive maintenance of rolling stock is carried out in accordance with the manufacturer's instructions to ensure vehicles are operated within the most economical range.

(8) Ensure that all windows are closed, all unnecessary lights are turned off and thermostats are turned down to proper temperature or turned off prior to securing each day.

(9) Reduce petroleum use by eliminating unnecessary activities and vehicle trips, and by consolidating or rearranging those that are essential.

(10) Promote awareness of energy: conservation practices, and maximize employee use of car pools.

(11) All personnel should contact the Facility Engineering and Maintenance Division for any technical assistance required.

c. The Food Service Contractor will be responsible for ensuring equipment is turned off when not in use and that equipment settings are maintained at efficient levels. Water and other utilities must not be wasted.

d. The Dormitory Manager will be responsible for ensuring that all lights, fans, electrical equipment, water and air conditioning/heating in dormitories are secured when not in use.

e. The Facility Police are instructed to keep an alert watch for, and turn off lights burning unnecessarily. They should report other utility wastes.

f. Office/Division Heads and support activities are responsible for economical practices in their areas of influence.

g. Justification for any exception to these energy conservation procedures must be submitted to Facilities Engineering and Maintenance for approval.

8. ENFORCEMENT. Wasteful practices must be countered by aggressive, specific and stringent enforcement of all measures to reduce utility costs to a minimum. A good

energy conservation program requires the cooperation and commitment of all personnel.

9. OFFICE OF PRIMARY INTEREST. Office of Resource Management, Facility Engineering and Maintenance Division.

A. F. Brandstatter
Director